

# BROWN'S CREEK WATERSHED DISTRICT

1380 West Frontage Road, Hwy 36, Stillwater, MN 55082  
Tel: 651-275-1136 ext. 26 Fax: 651-275-1254

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2 **Minutes of the Regular Meeting of the Brown's Creek Watershed District Board of Managers,**  
3 **September 11, 2006.**

4  
5 **WCD Offices, 1380 W. Frontage Road, Hwy. 36**  
6 **Stillwater, MN**

**APPROVED**

7  
8 **ROLL CALL**

9 Present: Craig Leiser, President  
10 Gail Pundsack, Vice-President  
11 Gerald Johnson, Secretary  
12 Connie Taillon, Treasurer  
13 Rick Vanzwol

Others Present: Karen Kill, Administrator  
Lisa Tilman, EOR  
Michael Welch, Smith Partners  
Pat Conrad, EOR  
Bruce Werre, resident  
Shawn Sanders, City of Stillwater  
Andrea Wedul, WCD

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18 **1. Call Regular Meeting to order**

19 President Leiser called the Regular Meeting to order at 6:32 p.m.

20  
21 **2. Moment of silence in remembrance of September 11, 2001 victims**

22  
23 **3. Approve Regular Meeting Agenda and Discussion Agenda**

24 Administrator Kill requested to table the August 14, 2006 Regular Board meeting minutes and the  
25 August 16, 2006 Special Board meeting minutes until the October Regular Board Meeting. President  
26 Leiser requested to add the Washington County Resource Conservation Center to the agenda.

27 Administrator Kill requested that accounting services be added to the agenda under new business and  
28 the monitoring equipment replacement schedule be moved up to the 2007 budget discussion. **Manager**  
29 **Vanzwol, seconded by Manager Johnson, moved to approve the agenda as amended. Vote 5/0.**

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31 **4. Approve minutes – Board Action**

32 a) **August 14, 2006 Regular Board minutes – tabled until October 16, 2006 Regular Board**  
33 **Meeting**

34 b) **August 16, 2006 Special Board minutes – tabled until October 16, 2006 Regular Board**  
35 **Meeting**

36  
37 **5. Treasurer's Report**

38 a) **Review Authorized Funds Spreadsheet – Board reviewed.**

39  
40 b) **Current Items Payable - Board Action**

41 Manager Taillon informed the board that the total items payable are in the amount of \$31,846.44.  
42 **Manager Taillon, seconded by Manager Vanzwol, moved to pay bills as presented. Roll call**  
43 **vote 5/0.**

44  
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1 Manager Vanzwol requested that there be a future discussion on permit review and inspection costs,  
2 which would include what inspections entail and potential ways to reduce costs while still providing  
3 good service, such as better technology or alternative staffing.  
4

5 **6. New Business**

6 **a) Public Outreach Plan for informing taxpayers about 2007 Budget**

7 District Board discussed submitting a press release to local papers, creating a fact sheet about the  
8 budget to be included in a direct mailing and/or newsletter, as well as specific letters to editors or  
9 request to be a feature article in local newspaper.  
10

11 **b) Agreement for Auditing Services – Board Action**

12 Board reviewed HLB Tautges Redpath proposal for 2006 auditing services for \$5,000. Managers  
13 expressed concern regarding the large increase in fees. Manager Vanzwol, seconded by Manager  
14 Pundsack, moved to table the agreement for auditing services until the October 2006 meeting  
15 and request the administrator to contact HLB Tautges Redpath for further explanation for  
16 the fee increase. Vote 5/0.  
17

18 Manager Johnson, seconded by Manager Taillon, moved to recess the regular board meeting at 7:00 pm.  
19 Vote 5/0.  
20

21 Manager Vanzwol, seconded by Manager Pundsack, moved to open the public hearing on the 2007  
22 Budget and Levy at 7:00 pm. Vote 5/0.  
23

24 **7. Public Hearing—Proposed 2007 Budget and Levy**

25 **a) Resolution 06-05 Certified 2007 tax levy Resolution: All Funds – Board Action**

26 President Leiser notified all present that the public hearing is recorded and available from the  
27 District Administrator.  
28

29 President Leiser discussed the concept of a Washington County Conservation Center and discussed  
30 the benefits of collaborating on an office facility with Washington Conservation District,  
31 Washington County and other watershed management organizations in Washington County. A  
32 work group met on September 11, 2006 and recommended that the next step would be to work with  
33 an architect to develop a needs assessment and building proposal. This was given a rough estimate  
34 of \$50,000. The work group requested that each potential partner discuss with their Boards to  
35 authorize a letter of support and \$5,000-10,000 from the 2007 budget for the architect  
36 assessment/proposal. The Board discussed additional questions and concerns regarding the concept,  
37 particularly considering the BCWD is already housed with the Washington Conservation District.  
38 Manager Pundsack, seconded by Manager Vanzwol, moved to not endorse the concept yet but  
39 that if the Board did endorse the concept in the future after more information is made  
40 available, the potential funding for the architect assessment and building proposal would  
41 come out of the contingency reserve already budgeted. Vote 5/0.  
42

43 Administrator Kill went through all the proposed changes to the 2007 budget since the last Board  
44 workshop and explained the proposed monitoring equipment replacement plan developed by the  
45 Washington Conservation District.  
46

47 Bruce Werre, 1314 Meadowlark Drive in Stillwater, commented that he is a part of the recently  
48 formed McKusick Lake Water Association and would like to commend the District Board on  
49 working hard and was pleased to see a McKusick Lake Management Plan in the 2007 budget. He  
50 also had several questions on the McKusick and Long Lake Management Plans. The Board stated  
51 that the McKusick Lake management plan is estimated to cost \$50,000 and the \$25,000 in the  
52 BCWD 2007 budget is contingent on matching funds from the City of Stillwater. The Board has set

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1 a goal of implementing the Long Lake Management Plan over the next ten years to reduce the total  
2 phosphorous subwatershed loading to Long Lake by 35%.

3  
4 After requesting any further public comment and hearing none, **Manager Vanzwol, seconded by**  
5 **Manager Taillon, moved to close the public hearing on the 2007 budget and levy at 7:41 pm.**  
6 **Vote 5/0.**

7  
8 **President Leiser, seconded by Manager Johnson, offered Resolution 06-05 to certify the 2007**  
9 **tax levy for all funds. The total 2007 budget would consist of \$949,948, less certain revenues,**  
10 **the total of which is \$173,768, resulting in a tax levy for the year 2007 of \$776,180. The**  
11 **general fund makes up \$119,649 of the total budget and the management plan fund makes up**  
12 **\$830,299 of the total budget. Roll Call Vote 5/0.**

13  
14 *Recess 8:03-8:15 pm.*

15  
16 **President Leiser recessed the regular Board meeting for the public hearing for the Third Generation**  
17 **Watershed Management Plan at 8:15 pm.**

18  
19 **8. Public Hearing—Proposed revision of the Ten-Year Watershed Management Plan**  
20 **Manager Vanzwol, seconded by Manager Johnson, moved to open the public hearing for the**  
21 **Third Generation Watershed Management Plan at 8:15 pm. Vote 5/0.**

22  
23 President Leiser notified all present that the public hearing is recorded and available from the District  
24 Administrator.

25  
26 President Leiser asked for any public comment on the District's Third Generation Watershed  
27 Management Plan. There were no public comments on the Third Generation Watershed Management  
28 Plan.

29  
30 **Manager Vanzwol, seconded by Manager Johnson, moved to close the public hearing on the Ten-**  
31 **Year Watershed Management Plan at 8:18 pm. Vote 5/0.**

32  
33 Lisa Tilman, EOR, discussed the response to comments received in the 60-day comment period of the  
34 plan. **President Leiser, seconded by Manager Johnson, moved to authorize staff to respond to the**  
35 **comments made during the 60-day review and at the public hearing. Vote 5/0.**

36  
37 **President Leiser, seconded by Manager Johnson, moved that upon concurrence among District**  
38 **staff, the revised Third Generation Watershed Management Plan document and responses be sent**  
39 **out for the 45-day review period. Vote 5/0.**

40  
41 **9. Permit/Rules**

42 **a) BCWD Permit #06-16 Munklewicz Park – Board Action**

43 Lisa Tilman, EOR, presented the engineering review of the Munklewicz Park proposal. The  
44 City of Stillwater plans to construct a new park, which will be located west of Neal Avenue and  
45 south of the Minnesota Zephyr Railroad tracks (south of McKusick Road). A tributary to  
46 Brown's Creek flows through the property and a wetland is located adjacent to the tributary.  
47 The 6-acre site is currently vacant. The project proposes two playgrounds, two open play fields,  
48 and associated trails. The District engineer recommended approval with four conditions listed  
49 in a memo dated September 11, 2006. Shawn Sanders, City of Stillwater, was present and  
50 stated that the turf in the buffer area will be a "no mow" turf but the City can avoid the buffer  
51 by modifying the contours. Mr. Sanders requested that the Board allow the City to remove the  
52 dead and invasive trees within the buffer area.

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Manager Vanzwol, seconded by President Leiser, moved to approve Permit #06-16 for the Munkiewicz Park with the four recommended conditions in the District Engineer's report dated September 11, 2006: 1) The site design should be altered to reflect the raingarden size indicated in the submitted HydroCAD model dated September 6, 2006; 2) The site must be redesigned to fully comply with the wetland buffer and stream buffer standards established in Rule 4.0; 3) Provide a buffer declaration in a form acceptable to the District and supply proof of recordation with Washington County; 4) The City will maintain all stormwater facilities as outlined in the stormwater facility maintenance letter of understanding between BCWD and the City; and the Board added an additional permit condition that the City be allowed to remove dead and/or invasive trees from the buffer. Vote 5/0.

**b) Rule Revision Timeline**

Administrator Kill distributed an updated rule revision timeline put together by staff. If all continues to progress as planned, the District should be able to adopt the revised rules in March 2007.

**10. Projects/Programs**

**a) BMP Program Project Designs – Board Action**

The BCWD Subcommittee met on September 6, 2006 to evaluate the proposed BMP cost-share applications received to date. There is an additional project ready for full Board review/approval. Andrea Wedul, WCD, reviewed the potential project and gave an update on previously approved projects.

o Liberty Court Raingarden

This project would involve three landowners to install a 1,000 square foot raingarden that would treat direct drainage to Long Lake. The raingarden would be in a highly visible location. Manager Vanzwol, seconded by Manager Johnson, moved to approve the 50% cost-share up to \$7,000 for the Liberty Court Raingarden. Vote 5/0.

**11. New Business (continued)**

**a) Family Farm Estate Planning Workshop - Board Action**

Manager Vanzwol, seconded by Manager Taillon, moved approve \$500 from the Education account to support the Estate Planning/Conservation Planning workshops. Voter 4/0/1 President Leiser abstained.

**b) Metro MAWD Priority Survey – Board Action**

Board managers completed the Metro MAWD survey and authorized Administrator to send it in.

**c) October 2006 BCWD Board Agenda – Meeting Date Rescheduled to October 16, 2006**

**d) Accounting Services 2007 – Board Action**

President Leiser, seconded by Manager Johnson, moved to approve 2007 accounting services from Dave McCord at the cost of \$220 per month per the submitted letter..

**12 Discussion Agenda**

a) Permit Review - Current Inspection Update

b) Project Review and Updates

o BCWD Shirts

c) Subcommittee updates

o WashWET

d) Communications & Reports

o New Washington Conservation District Monitoring Fee Schedule

o 2006 Taxable Market Values

o MAWD 2006 Resolutions Process and Time Line

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**13. Adjournment**

**Manager Johnson, seconded by Manager Vanzwol, moved to adjourn at 9:25 p.m. Vote 5/0.**

Respectfully submitted by  
Karen Kill, BCWD Administrator

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